

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
DEPARTMENTAL PERSONNEL MANUAL

DPM LETTER NO. 451-7

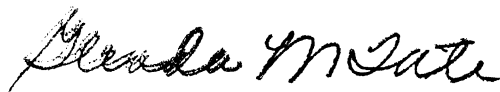
DATE: APR 8 1996

SUBJECT: Time Off Awards

The current departmental policy on time off awards contains a limit on the number of hours that may be granted, and specific information concerning the granting and taking of such awards. In August 1995, the Office of Personnel Management revised Part 451 of Title 5, Code of Federal Regulations, and deleted all regulatory requirements governing time off awards. The revised regulations require agencies to develop one or more award programs for its employees, and included in those programs will be provisions governing the granting of time off awards.

As a result of the regulatory change, we have decided to delegate the authority to establish time off award programs to each operating administration. At such time as an administration's program is approved by the Office of the Secretary (M-10), it will no longer be subject to the departmental time off award provisions. After all operating administrations have received approval of their plans, the departmental policy will be revoked.

If you need further information, please contact Jan Karicher of my staff on 366-9450.



Director of Personnel

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